

**FINANCE & UTILITY COMMITTEE MEETING**  
**Wednesday, March 20, 2019, 6:00 PM**

The Committee meeting was called to order at 6:00 p.m. by Mayor Jeff Snoots. Those present included: Mayor Jeff Snoots, Council Member John Dayton (arrived at 6:30pm), Council Member Tom Smith, Committee Member Carroll Jones, City Administrator David Dunn, City Clerk Carrie Myers, Public Works Director John Gerstner, Planning & Zoning Administrator Bruce Dell, Project Coordinator Tim Brinkmann; and Accountant Rich Marshall.

- Watershed Implementation Presentation

Mr. Brinkmann gave a power point presentation about the upcoming mandated watershed implementation program. Mr. Dunn add this is an unfunded mandate, and very costly. The Committee asked Mr. Brinkmann to present this to the full Council on April 9, 2019.

- Clark Azar Work Order – 13<sup>th</sup> Avenue Stormwater Management

This item for \$17,000 is for necessary stormwater management work at the 13<sup>th</sup> Avenue pole barn site. The Committee recommended taking to the full Council for approval on March 26, 2019.

- Clark Azar Work Order – Watershed Implementation Plan

This item for \$48,000 is for rolling out the mandated watershed implantation plan. The Committee recommended taking to the full Council for approval on April 9, 2019.

- Clark Azar Work Order – South Virginia Avenue Parking Lot Engineering Services

This item for \$16,000 is for engineering services at the proposed parking lot on South Virginia Avenue. The Committee recommended taking to the full Council for approval on March 26, 2019.

- 13<sup>th</sup> Avenue Building Electric Quote

This item for \$19,090 is to install 400 amp electrical service at the 13<sup>th</sup> Avenue pole barn. The Committee recommended taking to the full Council for approval on March 26, 2019.

- Re-Lining of Sewer Mains – Laterals vs Mains

Mr. Gerstner discussed his desire to use \$104,000 budgeted for sewer lateral replacements on sewer main replacements instead. He stated the City's new sewer camera is showing more I&I issues on main lines, than on laterals. The Committee agreed by consensus.

- Utility Billing Forensic Audit Proposal

Mr. Dunn received a proposal for \$18,507 from an auditing firm already under contract with Frederick County to complete a utility billing forensic audit for the City. The Committee recommended bringing the discussion before the full Council on April 9, 2019.

- Potential Utility Meter Reading Equipment Upgrade/Meter Replacements

Mr. Dunn explained that Core & Main met with staff to propose some upgrades to the utility meter reading process. Approximately 1,200 meters still need to be upgraded, some in homes, some not. There is a piece of equipment the City could purchase at approximately \$10,000 that, in conjunction with our upgraded meters, would allow more frequent reading of meters to detect leaks more quickly than every quarter. There is also software the City could purchase and maintenance contracts to upgrade our services.

Mr. Jones and Mr. Smith expressed the opinion that the City should not spend an exorbitant amount of money on a problem that only exists in a small percentage of the population.

Mr. Dayton expressed his desire to move toward upgraded, modernized services and requested seeing more information in this area.

The Committee asked staff to bring options to the full Council at an upcoming meeting including: Costs of replacing all 1,200 meters, the addition of mobile read equipment, the cost of service and maintenance programs, and the impact on water and sewer rates.

- East Potomac Street Park Bids

Ms. Myers discussed bids received for work at the East Potomac Street Park. This is 90% POS money that has already been awarded by the State. Mr. Gerstner obtained bids from two companies already under contract with Frederick County, therefore the City could piggy-back on those contracts.

RFP, Inc. would install a new basketball court and sidewalk for \$33,581.25, while Hahn Fence would install a new fence at the existing tennis court for \$12,745.05. The Committee recommended taking to the full Council for approval on March 26, 2019.

- Pool Rates Approval

Ms. Myers discussed the proposed pool rates, compiled by comparing rates the City used when it last managed the pool five seasons ago, with last year's rates charged by the YMCA. The Committee recommended taking to the full Council for approval on March 26, 2019.

The meeting adjourned at 7:07pm.

-Prepared and submitted by Carrie Myers